



**DEPARTMENT OF
BUDGET & MANAGEMENT**

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**Amendment #3 to
Request for Proposals (RFP)
Cable & Wiring Project No. 050R6800016
December 15, 2005**

- 1.** Change RFP Section 1.1.1 A), to read, “Functional Area I – Structured Cabling & Wiring Systems inside State premises and in between adjacent buildings in a Campus environment where existing pathways exist for communication cabling.”
- 2.** Change RFP Section 1.1.1B), to read “Functional Area II – Installation, Relocation, Preventive and Routine Maintenance of outside plant fiber optic and communications cables. Installation of communications cables will be for any project that exceeds the boundaries defined in Functional Area I.”
- 3.** Add to RFP Section 1.2 dd., a new definition to read, “Campus - A campus is two or more buildings clustered together in a limited geographical area such as the same piece of property of adjacent property already connected by an existing conduits system. Access to this conduit should not require Management of Traffic by the contractor or cable pulls that exceed 5000 ft.”
- 4.** Change RFP Section 1.1.3, to read, in pertinent part, “A Small Work Order is \$25,000 or less and will be defined in a Purchase Order (PO) and awarded to the highest ranked Master Contractor considering both Price and Technical capability. The highest ranked Master Contractor shall have the right of first refusal for Small Work Orders. If that Contractor...” (balance remains the same).
- 5.** Add to RFP Section 1.2 ee., a new definition to read, “Drop- includes the type of cable specified installed end-to-end, terminated, and successfully completed all tests. All materials needed to complete a drop within specifications and standards must be selected from items listed in Attachment F, pages 7-10. Drops will be requested to be run in different manners and pathways for each specific job.”
- 6.** Change RFP Section 1.3, to read, “Task Order Agreements shall be either a Fixed Price Agreement as defined by COMAR 21.06.03.02 , a Time And Material Agreement as defined by COMAR 21.06.03.05, a Indefinite Quantity Contract as defined by COMAR 21.06.03.06 or a combination thereof as described in each respective TORFP issued under the Master Contract. The following contract types apply to the functional areas and categories. Functional Area I will always

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be fixed price requirements. Functional Area II, Category 1 requirements will be indefinite quantity with a fixed unit price; Category 2 will be time and materials; and Category 3 will either be indefinite quantity with a fixed unit price or fixed price. Contract types will always be identified in the small work order or TORFP.”

7. Change RFP Section 1.9.1, to read, “eMarylandMarketplace fees are not required for Small Work Orders.”

8. Change RFP Section 1.25, Third Paragraph to read, “In addition to the monthly MBE reporting described in Attachment D, all Contractors will be required to submit quarterly activity reports (See Section 2.6.1). Any Contractor failing to meet the 30% goal, absent sufficient rationale justifying non-compliance, shall not have the opportunity to participate in the Contract for a period of 90 days, as determined by the Procurement Officer upon the advice of the DBM MBE Liaison Officer. The Contractor shall have the opportunity to present proof of extenuating circumstances to be considered before the Procurement Officer takes any final action.”

9. Add in RFP Section 1.25 a new paragraph after the third paragraph to read, “Contractors who have experienced at least one 90-day suspension will be required to submit a separate MBE plan for each task order proposal submitted. This requirement will remain in place until the contractor has met or exceeded the goal based on actual payments to MBEs.”

10. Change RFP Section 2.1.1 A), to read, “Functional Area I – Structured Cabling & Wiring Systems inside State premises and in between adjacent buildings in a Campus environment where existing pathways exist for communication cabling.”

11. Change RFP Section 2.1.1 B), to read “Functional Area II – Installation, Relocation, Preventive and Routine Maintenance of outside plant fiber optic and communications cables. Installation of communications cables will be for any project that exceeds the boundaries defined in Functional Area I.”

12. Add a new RFP Section 2.2.14 to read, “Applicable to Functional Area I only. In order to allow Contractors to charge an additional fee for jobs that are requested to be accomplished in other than normal State business hours, Attachment F (Page 9) contains a line item for a supplemental labor rate/hour that may be added to the quote beyond the embedded labor charge in materials for a small work order or TORFP in order for a contractor to accomplish the job. The supplemental labor rate/hour shall be for an installation technician and represent only the difference between the embedded labor amount in the materials price and the premium pay. The labor category for an installation technician is defined as a qualified individual capable of performing all tasks related to cable installation and repair to include all associated equipment to complete any job described in the RFP.”

13. Add a new RFP Section 2.2.15 to read, “Prices for Functional Area I shall include embedded labor prices. The inclusion of labor rates shall be as described in the Functional Area II Pricing Sheet (Attachment F).”

14. Change RFP Section 2.3.10 D), first sentence to read, “ The final acceptance test after installation and before State acceptance shall consist of a continuity test.”

15. Change RFP Section 2.3.11 C), first sentence to read, “ The final acceptance test after installation and before State acceptance shall consist of a continuity test.”

16. Change RFP Section 2.4.1 to read, “Functional Area I – Structured Cabling & Wiring Systems inside State premises and in between adjacent buildings in a Campus environment where existing pathways exist for communication cabling.”

17. Change RFP Section 2.4.2, to read, “Functional Area II – Installation, Relocation, Preventive and Routine Maintenance of outside plant fiber optic and communications cables. Installation of communications cables will be for any project that exceeds the boundaries defined in Functional Area I.”

18. Change RFP Section 2.6.1.1, to read, “Master contractors who have received at least one task order/work order shall submit one prime contractor MBE payment report (Attachment D-5) each month for each MBE named on the contractor's MBE Participation Schedule submitted at the time of master contract award. The D-5 must be submitted regardless of whether the Contractor made payments to the MBE during the reporting period. Any proposed changes (additions, deletions, etc.) to the original MBE Participation Schedule after contract award must be requested in writing (submit requests to the Procurement Officer) and must be approved in writing by DBM prior to implementation (COMAR 21.11.03.12 applies). If an MBE has been paid during a reporting period for work performed on multiple projects, payments should be aggregated on a single D-5 form. Any outstanding invoice amounts should be listed individually on the D-5.”

RFP Section 2.6.1.1 continued, “MBE subcontractors must also submit one subcontractor payment report (Attachment D-6) each month for each master contractor for which the MBE signed and submitted a Subcontractor Project Participation Statement (RFP Attachment D-4), regardless of whether any payment was received by the MBE during the reporting period. Payments received from a prime contractor for work performed on multiple projects should be aggregated on one D-6 report. The prime contractor is responsible for ensuring that each MBE submits the payment reports within the required timeframe.”

RFP Section 2.6.1.1 continued, “The D-5 and D-6 reports are due to the State by the 15th of the month following the month being reported, e.g., payments made/received from January 1st to January 31st should be reported by the 15th of February. See RFP Attachment D for additional details regarding monthly MBE reporting.”

19. Change RFP Section 2.6.1.2 C), to read, “ In addition to the monthly payment reports, at the end of each contract quarter, master contractors shall submit the "Prime Contractor Quarterly Activity Report" (See Attachment J) to the Department's MBE Liaison. Awards/payments for county, municipal or other non-State agencies should not be included in the quarterly report and will not be considered when determining compliance with the 30% MBE requirement. Quarterly reports must be submitted in MS Excel format via e-mail to MBEOfficer@dbm.state.md.us not later than 5 business days after the end of the quarter.”

20. Change RFP Section 2.9.1A), to read, “The Agency Point of Contact (Agency POC) will send and email for quotation to the highest ranked Master Contractor considering both Price and Technical capability. The highest ranked Master Contractor shall have the right of first refusal for Small Work Orders. If the highest ranked Contractor is unavailable for any reason whatsoever, then the request for quotation will be sent to the second highest ranked contractor and so forth until an available contractor accepts.”

21. Add to RFP a new Section 3.4.2 C, to read, “Completed Mercury Affidavit (Attachment H with original of Technical Proposal only).”

22. Change RFP Section 3.4.6.1A, to read, “Corporate/organization size, length of time the organization has been providing the services, key business partners, and the number of employees dedicated to providing installation and maintenance of the proposed services”.

23. Change RFP Section 3.4.12 C, to read, “Estimate (provide a forecast) of the percentage of your total proposed price that will generate tax revenue for Maryland and its political subdivisions as a result of this Contract. Indicate tax category (sales tax, inventory taxes and personal income taxes for new employees).”

24. Add to List of Attachments following the RFP, Section 4 (page 35), “ATTACHMENT J – Master Contractor Quarterly Activity Report.”

25. Replace Attachment D in whole with revised Attachment D (separate attachment).

26. Change RFP Attachment D-5, contact person information at bottom of page to read:
MBE Officer
Department of Budget and Management
Procurement Unit
45 Calvert Street, 1st Floor
Annapolis, MD 21401
MBEOfficer@dbm.state.md.us

27. Change RFP Attachment D-6, contact person information at bottom of page to read:
MBE Officer

Department of Budget and Management
Procurement Unit
45 Calvert Street, 1st Floor
Annapolis, MD 21401
MBEOfficer@dbm.state.md.us

28. Replace Attachment F with revised Attachment F (separate attachment).

29. Add to RFP Attachment F – Price Proposal Form Instructions, a new paragraph H) to read, “The scenarios in the price sheets (Attachment F) represent a model for evaluation purposes only. There is no minimum or maximum length and the conditions (rural/city), run lengths, and any other conditions will be identified in a TORFP. The significance of the price sheets is that the Master Contractor will be committing to a unit price ceiling per foot in scenarios 1-6 and unit prices as described for scenarios 7-9.”

30. Change RFP Attachment G, Section 3.4.8 to read, “Was the technical response to RFP requirements submitted?”

31. Add to RFP a new Attachment J – Master Contractor Quarterly Activity Report (separate attachment).

Date Issued: December 15, 2005

By <signed>
Mike Yeager
Procurement Officer